

Oral Presentation

Personal Knowledge

- 8 - Shows great personal knowledge. Little use of notes needed.
- 6 - Shows good personal knowledge. Some use of notes needed.
- 4 - Shows some personal knowledge. Makes lots of use of notes.
- 2 - Shows little personal knowledge. Is mostly dependent on notes.

Content

- 4 - Presentation gives a clear overview of the year and main topics.
- 3 - Presentation gives a good overview of the year and main topics
- 2 - Presentation does not include all important information about the year and/or topics.
- 1 - Presentation does not adequately cover the year or topics.

Accuracy

- 4 - There are no errors in accuracy of the information presented.
- 3 - There are no major errors and no more than two minor errors in the presentation.
- 2 - There is a major error and/or several minor errors in the presentation.
- 1 - There is more than one major error and many minor errors in the presentation.

Organization

- 4 - The presentation is well organized in a logical manner and flows naturally from point to point.
- 3 - The presentation is organized and flows from point to point.
- 2 - The presentation shows some organization is hard to follow in places.
- 1 - The presentation shows little organization and is difficult to follow.

Volume

- 4 - Speaks in a clear voice that can be heard by all in the room.
- 3 - Speaks in a clear voice that can be heard by all in the room most of the time.
- 2 - Speaks in a way that at times it is hard to hear.
- 1 - Speaks in a way that is difficult to hear most of the time.

Fillers

- 4 - Uses few if any fillers.
- 3 - Uses several fillers but does not interfere with the presentation.
- 2 - Uses many fillers and it interferes with the presentation at times.
- 1 - Uses lots of fillers and it takes away from the presentation.

Eye Contact

- 4 - Makes eye contact with the audience.
- 3 - Makes some eye contact with the audience.
- 2 - Makes little eye contact with the audience.
- 1 - Makes no eye contact with the audience.

Timing

- 4 - Presentation last between 15 to 20 minutes.
- 3 - Presentation is no more than 30 seconds over or under the required time.
- 2 - Presentation is no more than 1 minute over or under the required time.
- 1 - Presentation is more than 1 minute over or under the required time.

Visual Presentation**Appearance**

- 4 - The presentation is professional looking. It is well designed and makes people want to watch. It is obvious great care was taken to make it look good.
- 3 - The presentation looks good. It appears that there has been some planning to make it look good.
- 2 - The presentation is of fair quality. It appears there has been little effort to make it look good.
- 1 - The presentation is of poor quality. It appears to be simply thrown together.

Effects/Transitions

- 4 - All of the build effects and transitions are effective and smooth and add to the overall effectiveness of the presentation.
- 3 - All of the build effects and transitions are appropriate and add to the presentation.
- 2 - Some of the transitions and/or build effects cause a distraction in the presentation.
- 1 - Many of the build effects and/or transitions take away from the effectiveness of the presentation.

Text Appearance

- 4 - All of the text is of an appropriate size and color to be easily read by all viewers.
- 3 - Most of the text is of an appropriate size and color to be easily read by all viewers.
- 2 - Some of the text is of a size and/or color that makes it difficult to read.
- 1 - Most of the text is of a size and color that makes it difficult to read.

Text Amount

- 4 - The text used in the presentation is limited to only essential things.
- 3 - There are a few slides that have too much text for the audience to read.
- 2 - Many of the slides have too much text for the audience to read.
- 1 - Most of the slides have too much text for the audience to read.

Writing Conventions

- 4 - There are no errors in spelling or mechanics.
- 3 - There is one error in spelling and/or mechanics.
- 2 - There are two errors in spelling and/or mechanics.
- 1 - There are more than two errors in spelling and/or mechanics.

Graphics Choice

- 4 - All of the graphics used are relevant to the topic and add to the overall effectiveness of the presentation.
- 3 - Most of the graphics used are relevant to the topic and add to the overall effectiveness of the presentation.
- 2 - Several of the graphics are not relevant to the topic and/or the graphics do not add to the effectiveness of the presentation.
- 1 - Many of the graphics are not relevant to the topic and/or they take away from the effectiveness of the presentation.

Graphics Quality

- 4 - All of the graphics are of high quality. There is no pixilation. All graphics be easily seen by all viewers.
- 3 - The graphics are of good quality. There is very little pixilation. The graphics can be seen by all viewers.
- 2 - The graphics are of fair quality. Many of the graphics are pixilated and take away from the presentation and/or are too small to be seen by all viewers.
- 1 - The graphics are of poor quality. Pixilation and/or size make them difficult to be seen by the viewers.

Audio Choice

- 4 - All of the audio used is relevant to the topic and adds to the overall effectiveness of the presentation.
- 3 - Most of the audio used is relevant to the topic and adds to the overall effectiveness of the presentation.
- 2 - Several of the audio clips are not relevant to the topic and/or do not add to the effectiveness of the presentation.
- 1 - Many of the audio clips are not relevant to the topic and/or take away from the effectiveness of the presentation.

Audio Quality

- 4 - The audio clips are of high quality. They are clear and crisp and easily heard by all in the room. They add to the overall effectiveness of the presentation.
- 3 - The audio clips are of good quality. They are fairly clear and able to be heard and understood by all in the room. They add to the effectiveness of the presentation.
- 2 - The audio clips are of fair quality. They are loud enough to be heard and understood by most in the room. They do little to add to the effectiveness of the presentation.
- 1 - The audio clips are of poor quality. Most are not understandable. They take away from the effectiveness of the presentation.

Video Choice

- 4 - All of the video clips used are relevant to the topic and add to the overall effectiveness of the presentation.
- 3 - Most of the video clips used are relevant to the topic and add to the overall effectiveness of the presentation.
- 2 - Several of the video clips are not relevant to the topic and/or do not add to the effectiveness of the presentation.
- 1 - Many of the video clips are not relevant to the topic and/or take away from the effectiveness of the presentation.

Video Quality

- 4 - All of the video clips are of high quality. They are easily seen, heard and understood by the entire audience.
- 3 - The video clips are of good quality. They are able to be seen, heard and understood by the entire audience.
- 2 - The video clips are of fair quality. They are not easily seen, heard and/or understood by the audience.
- 1 - The video clips are of poor quality. They are difficult for the audience to see hear and/or understand.